

17 DEC 1953

MEMORANDUM FOR: General Counsel

SUBJECT: Preparation of Wills for Overseas Personnel

REFERENCE: Memorandum to Acting Personnel Director from General Counsel dated 10 November 1953, same subject

1. The attached internal instruction has been prepared in consideration of the position expressed in your memorandum, referenced above. Our experience in briefing overseas personnel suggests that relatively few persons, except those in the higher salary and age brackets, are interested in obtaining a will at their own expense. It is questioned, therefore, whether any substantial number of employees will seek the services of outside counsel, even at special rates. For the benefit of those individuals who will be interested, we would appreciate your proceeding with the selection of attorneys and negotiation of terms.

2. We would also appreciate your comments on the feasibility of our occasionally seeking the advice of your Office in individual cases as to the relative need of a will, based upon the employee's expressed preference for disposition of assets, the extent of his property, and other factors involved. It is believed that preliminary discussions of this nature, when appropriate, would be of material assistance to employees in determining whether they should make a will. Initial contact with your Office in such cases could be made by telephone conversation between a member of the Central Processing Branch and a member of your staff. When recommended by your Office, the employee concerned could, of course, be referred directly to your Office for discussion. If you approve of this proposal, we will amend the proposed instruction accordingly.

[Redacted]
Acting Personnel Director

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Attachment

DOCUMENT NO. _____

NO CHANGE IN CLASS ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C 2011

TEXT REVIEW DATE: _____

AUTH: [Redacted]

DATE: 17 JUN 1954

REVIEWER: [Redacted]

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CENTRAL INTELLIGENCE AGENCY
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1	Office of General Counsel		
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: The attached internal instruction is forwarded with our concurrence. This office further concurs with your observation in regard to initial contacts with the office for purposes of determining the relative need of a will. It is also our belief that these matters can most likely be resolved by telephone conversation.

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